



**STATE OF WASHINGTON  
ENVIRONMENTAL AND LAND USE HEARINGS OFFICE**

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**Minutes of Meeting  
December 11, 2012  
9:00 a.m.**

The December 11, 2012 staff meeting was called to order by Chair Kathleen Mix in the Boards' office in Tumwater, Washington. Present were Chair Kathleen Mix, Board Members Bill Lynch and Tom McDonald, Growth Management Hearings Board Member Nina Carter, Administrative Appeals Judges Kay Brown and Joan Marchioro, and administrative support staff Janet Buechler, Vanessa Smith, and Lynn Truong.

Minutes of the November 6, 2012 meeting were reviewed and approved following appropriate motion.

Kathy announced that Jan will begin a part-time schedule effective January 2, 2013.

**Appellate Report**

Lynn reported that two Superior Court appeals have been received since the last meeting.

**Budget Report**

Kathy then reported that she, Nina, and Paulette met with the agency's new fiscal budget analyst. There are positive variances for each of the agency's programs and the Director's office.

A brief follow-up discussion regarding Westlaw and LexisNexis subscriptions followed. Kathy will ask Paulette to continue to look into the agency's options and costs for these services. A decision should be made in the next few months.

**Transition**

The new governor-elect has appointed his chief of staff and is in the process of creating his transition team.

**Good of the Order**

At the conclusion of the meeting, Kathy reported that the policies remain in the draft phase. Tom has been working with the GMHB Policy Subcommittee on final policy language. The GMHB will hold an in-person meeting in January and will discuss the policies further at that time. It was also reported that no fiscal note requests have been received.

The meeting adjourned at 9:30 a.m.

Vanessa Smith  
Administrative Assistant